



Community-Campus Partnerships for Health

Promoting Health Equity and Social Justice

Call for Remote Communications Specialist

Community-Campus Partnerships for Health (CCPH)

Established in 1997, CCPH is a nonprofit membership organization that promotes health equity and social justice through partnerships between communities and academic institutions. We view health broadly as physical, mental, emotional, social, and spiritual well-being and emphasize partnership approaches to health that focus on changing the conditions and environments in which people live, work, study, pray and play. By mobilizing knowledge, providing training and technical assistance, information dissemination, convening, and capacity building, conducting research, building coalitions, and advocating for supportive policies, we help to ensure that the reality of community engagement and partnership matches the rhetoric. We work with partners whose mission aligns with our vision. Join our team of dedicated professionals applying their technical expertise and creativity to help impacted communities achieve health equity and social justice.

Position Overview

The Communications Specialist will develop and implement communications strategies to support the Rapid Acceleration of Diagnostics Program (RADx-UP), working in collaboration with other staff and partners remotely located within the U.S. This program is a partnership between CCPH, the Duke Clinical Research Institute (DCRI), and the Center for Health Equity Research at UNC-Chapel Hill. The partnership, which serves as the Coordinating and Data Collection Center (CDCC) for the RADx-UP Program that aims to overcome barriers and increase uptake of COVID-19 testing among underserved and vulnerable populations across the U.S. The Communications Specialist will lead the development and production of multiple forms of creative content in line with CCPH branding standards. The candidate must demonstrate success in leading tasks as part of a larger team. The Communications Specialist is expected to not only effectively communicate with staff, stakeholders, and partners, but also anticipate problems as they arise. In addition to ensuring projects meet all deadlines, the Specialist must organize and guide public facing materials and tasks through the creative and production lifecycle. Because this is a remote position, our ideal candidate must demonstrate integrity and be highly motivated, resourceful, strategic, results driven, organized, and able to work with minimal supervision. The Communications Specialist must be a creative self-starter and enjoy working within a small, entrepreneurial environment that is mission-driven, results-driven, and community oriented.

Responsibilities

- Write and edit communications materials, marketing collateral, social media, and website content promoting CCPH, its COVID-19 programs, and project-specific opportunities and events.
- Research, write, and develop communications project strategies in alignment with CCPH priorities.
- Manage the distribution, and archival of all RADx-UP print and electronic collateral including, but not limited to, newsletters, brochures, and news/feature articles.
- Coordinate and manage website content to ensure regular posting of new and consistent information (article links, stories, and events.)
- Coordinate the development and dissemination of engaging online content which leads to a measurable action. Identify dissemination targets (who, where, when).
- Coordinate and maintain Editorial Calendar.
- Proofread all internal and public facing written materials to ensure quality.

- Gather information from faculty, staff, and other appropriate sources, such as donors and patients using various formats (i.e. interviews, research, etc.).
- Collaborate as part of a team.

Qualifications and Skills

- Outstanding written and verbal communications skills.
- Ability to transform knowledge into engaging, useful messages and disseminate it to the right audiences through the best distribution channels is critical.
- Organize and coordinate complex projects and meet assigned deadlines.
- High energy, maturity, and leadership with the ability to serve as a unifying force and to position communications discussions at both the strategic and tactical levels.
- Highly collaborative with ability to work with multiple stakeholder groups, including staff, board members, project partners, program participants, and other supporters.
- Ability to work in a dynamic team environment, taking on roles and responsibilities as needs and opportunities arise.
- Ability to work independently and produce high quality products.
- Demonstrate ability to think creatively, problem solve, and address concerns to ensure customer satisfaction.
- Demonstrated attention to detail.
- Strong experience with Microsoft office (Word, Excel, PowerPoint, Publisher).
- Strong experience with Google Apps (Docs, Slides, Sheets).
- Experience with Adobe Creative Suite/Cloud a plus.
- Experience with Zoom and other meeting / conference facilitation platforms is a plus.

Experience

Three to five years of experience working on health or science communications, preferably in a nonprofit, academic, government, or agency environment. Communications experience should include, but is not limited to: strategic communications, development, editing, and maintenance of various types of communications (i.e. marketing collateral, newsletters, blogs, etc.).

Education

Bachelor's degree in Communications, English, Journalism, or writing related field, in conjunction with at least 3 to 5 years of experience in a similar role.

Salary and Benefits: Competitive salary commensurate with experience and education. Paid vacation and sick leave. Contribution towards cost of health insurance benefits.

To apply: Please submit your resume, a cover letter describing your interest and relevant experience, and a brief (no more than 5 pages) writing sample to our [online job application form](#). If you have any questions, please email info@ccphealth.org. **DEADLINE: AUGUST 3, 2021.**

Equal Employer Opportunity Statement: We are committed to diversity and inclusion in all its forms, including but not limited to race, color, religion, sex, national origin, age, disability, height, weight, marital status, sexual orientation, veteran status, or any other characteristic protected by law.